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PID - 147/64
11 September 1964
Copy No. 4

MEMORANDUM FOR: Assistant for Administration, NPIC

FROM : Chief, CIA/PID (NPIC)

SUBJECT : Economy Measures

REFERENCE : Office of the Director, Action Memorandum No. 41,
Subject: Economy Measures

This memorandum has been prepared in response to your request for a list of items which the Photo Intelligence Division feels result in more economical and efficient operations:

a. When technically possible, all briefings and training anticipated to require repetitive presentation are automated. This procedure, utilizing existing TelePrompter facilities, results in an over-all savings in man hours by allowing the briefing officer to pursue other duties, and at the same time provides the optimum in audio-visual communication.

b. A library of DP's, covering the latest missions, has been established within the Division for use by PID analysts. The availability thus provided relieves the analysts of numerous trips to the film vaults and results in increased P.I. production.

c. A central "file" is maintained within the Division to provide analysts with 70mm positive film rolls of the Photo Mosaic Maps covering KH-4 Missions. This recently implemented system is expected to save considerable man-hours which were previously expended in "searching" available slides.

d. In order to reduce the time necessary to locate available TelePrompter slides a storage and retrieval system is being developed utilizing IBM punch cards and associated "print-out". The completed product will provide each Branch Chief with a current cross-reference index of available slides.

e. A system has been initiated whereby any overtime necessary to complete a project by the "due date" must be authorized by the requesters Division Chief. Establishment of this system is expected to reduce overtime requests.

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f. Requirements for photo analysis are reviewed thoroughly, for reference to any previously completed reports on the same or similar subject matter, before they are accepted for work.

g. There are usually repetitive requests for reproduction of photography or graphics which had been produced earlier to satisfy a requirement. Whenever possible, when answering a requirement, a minicard copy is made and referenced. This not only makes for a more economical secondary reproduction than that which would normally utilize the Photo Lab facility, but also provides a reference to the item for any future needs.

h. There is a continuing emphasis on the placing of additional routine tasks upon secretarial and photo specialist personnel which frees higher grade analysts to concentrate on substantive production.

i. A negative teleprompter slide and vugraph is now prepared routinely on all OAK/IPIR attachments whereas, previously, we waited until such time as a request came in. This preparation of the negative, in advance of a request, saves valuable time that would normally be spent in securing the original material having a negative and final print made when the request comes in. This extra handling, on these high priority items, and usually on an urgent basis, resulted in an overall loss of time.

j. The Center has been receiving 2 DP's of Lucky Dragon missions the second to satisfy PID requirements. After a review of the limited number of requirements for this photography it was determined that it would be more economical to review the mission track and select the prints required rather than to continue to use the DP for this selection. This has eliminated the need for this second DP.

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